

Technical Assistance Workshop 2003-2005 Applications for Funding



**Washington Displaced
Homemaker Program
February 11, 2003**

W A S H I N G T O N
H I G H E R
EDUCATION
C O O R D I N A T I N G B O A R D

Background

In 1979, the Washington Legislature determined that homemakers are an unrecognized part of the work force and make an invaluable contribution to the strength, durability, and purpose of the state. They created the Displaced Homemaker Program Act.

The Act provides critical services to displaced homemakers.

The Higher Education Coordinating Board

- **Has administered the Displaced Homemaker Program since 1979.**
- **Is a 10-member board of citizens, appointed by the Governor, to represent the broad public interest in the development of higher education policy.**

The Higher Education Coordinating Board

- **Administers state-funded student financial aid.**
- **Administers special educational outreach efforts.**
- **Performs oversight and authorization functions.**

Challenges Faced by Displaced Homemakers

As a consequence of loss of source of support, displaced homemakers are often:

- **Left with little or no income.**
- **Ineligible for welfare assistance.**
- **Face continuing discrimination in employment.**
- **Ineligible for unemployment insurance.**
- **Ineligible for social security benefits.**

Displaced Homemaker Definition

A woman or man who:

- **Has worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis.**
- **Is not gainfully employed.**
- **Needs assistance in securing gainful employment.**

Displaced Homemaker Definition

And, meets one of the following criteria:

- **Has been dependent on the income of another family member but is no longer supported by that income.**
- **Has been dependent on federal assistance but is no longer eligible for that assistance.**
- **Supported as the parent of children who are within two years of reaching 18 years of age.**

Eligibility Definitions

Family includes:

- **Spouse or partner living in the home who is no longer able to support the family.**
- **Children living in the home under the age of 18 who are related to the client, spouse or partner, by birth, marriage, or adoption.**
- **Disabled or elderly individuals living in the home who are related to the client, spouse or partner, by birth marriage, or adoption.**

Eligibility Definitions

Gainful employment is based on family size and the Washington State Need Standard.

The definition of gainful employment within the DHP Washington Administrative Code may be changed to reflect a percentage of the Federal Poverty Level.

Who Can be Served?

- **First, individuals who meet the HECB definition of a displaced homemaker.**
- **Then, on a space available basis, individuals who are in similar situations, but do not meet the HECB definition of a displaced homemaker.**

Program Purpose

To provide educational and retraining services so that displaced homemakers may enjoy independence and economic security:

- **Job readiness.**
- **Introduction to higher education programs including non-traditional occupations.**
- **Transferable skills identification.**
- **Counseling and group support.**

Who Can Apply for a Displaced Homemaker Program Contract?

- **Public and private non-profit organizations may apply.**
- **For-profit organizations are not eligible to apply.**

Application Categories

Organizations may apply for funds to operate a:

- **Center**
- **Program of Service**
- **Mini-Program**

Application Submission

Organizations may submit more than one application – i.e., applications to operate both a Center and a Mini-Program.

Funding

Funding for 2003-2005 runs from July 1, 2003 through June 30, 2005.

- **Centers may request up to \$110,000 (\$55,000 per year).**
- **Programs of Service may request up to \$70,000 (\$35,000 per year).**
- **Mini-Programs may request up to \$30,000 (\$15,000 per year).**

Program Design

The following services are required elements of the Displaced Homemaker Program:

- **Instructional Services**
- **Support Services**
- **Information and Referral**

Instructional Services

Instructional Services include:

- **Education and training [Instructional Components] including group support activities.**
- **At least 2 hours of individual advising.**

Typically, education and training are provided through structured group activities and classroom instruction.

Instructional Components

- **Job Counseling**
- **Education and Referral**
- **Job Placement**
- **Job Readiness and Essential Life Skills Training**
- **Health Counseling**
- **Financial Management**
- **Legal Counseling and Information**
- **General Outreach Activities**

Instructional Components

- **Centers must include all 8 of the Instructional Components in the Instructional Services.**
- **Programs of Service and Mini-Programs must include one or more Instructional Component in the Instructional Services.**

DHP Goals and Objectives and Student Learning Outcomes

- **Used to measure program effectiveness.**
- **Instructional services should provide the information/curriculum necessary to help students reach the student learning outcomes.**

DHP Goals and Objectives and Student Learning Outcomes

Goal 1) Job Readiness and Employability -
Measurable participant changes contributing to increased job readiness and employability, as a result of program involvement.

- **Identification and application of personal assets and strengths to be job ready.**
- **Identification and management of barriers.**

DHP Goals and Objectives and Student Learning Outcomes

- **Address current personal and family needs and issues impacting employability.**
- **Improved essential workplace skills.**
- **Increased awareness of employment and training resources and opportunities.**
- **Demonstration of effective job search strategies.**

DHP Goals and Objectives and Student Learning Outcomes

- **Development and implementation of a plan for progress towards self-sufficiency.**

Goal 2) Measurable indicators of increased employment or educational status.

Support Services

Provide direct support and assistance to displaced homemakers through:

- **Job search and resume writing.**
- **Finding emergency shelter.**
- **Help with other supportive services.**

Information & Referral Services

- **Are provided to displaced homemakers through phone referrals or information requests.**
- **They do not include marketing efforts for Instructional Services.**

Displaced Homemaker Center

Must be located in a highly populated area and provide comprehensive, ongoing services including:

- **Information and Referral**
- **Support Services**
- **Instructional Services** (must include all 8 instructional components must be provided)

Highly Populated/Geographic Area Definition

A geographical area with a population of at least 100,000 that is identified to be served by the Displaced Homemaker Program.

Displaced Homemaker Program of Service

Must provide ongoing services to all displaced homemakers in their designated geographical area, including:

- **Information and Referral**
- **Support Services**
- **Instructional Services** (must include at least 1 Instructional Component)

Displaced Homemaker Mini-Program

Must provide services to an identified subset of displaced homemakers within the geographical area to be served, including:

- **Information and Referral**
- **Support Services**
- **Instructional Services** (must include at least 1 Instructional Component)

Application Submission

- **Submit one original and four copies of the application to the HECB.**
- **Mail or deliver applications to:**

**Washington Higher Education
Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, WA 98504-3430**

Deadline

To be considered for funding, applications must be received at the HECB office by 5:00 p.m. on Friday, March 21, 2003.

No facsimiles or emails will be accepted.

Application Packet Materials

- ✓ **Letter of interest**
- ✓ **Application cover sheet - Appendix A**
- ✓ **Proposed budget and justification - Appendix B**
- ✓ **Instructional component description[s] - Appendix C**

Application Packet Materials

- ✓ **Application narrative and summary - Appendix D**
- ✓ **Projected number of clients served - Appendix E**
- ✓ **Statement of assurance - Appendix F**
- ✓ **Letters of support (3)**
- ✓ **Staff list/job descriptions**
- ✓ **Local DHP advisory committee list**

Letter of Interest

One-page letter signed by the chief executive officer, that:

- **Expresses interest in serving displaced homemakers.**
- **Describes why the organization wants to provide services to displaced homemakers.**
- **Describes how the Displaced Homemaker Program supports the mission of the organization.**
- **Describes the organization's previous experience serving displaced homemakers.**

Application Cover Sheet - Appendix A

- **The organizational representatives identified on the cover sheet will be contacted during the contract selection process.**
- **The checklist at the bottom of the cover sheet should be used to ensure that your application is complete.**

Proposed Budget Categories - Appendix B

- **Personnel**
- **Travel**
- **Facilities**
- **Supplies/Materials**
- **Communications**
- **Other – Subcontracts should be included in Other**

Proposed Budget

- **A budget justification must be included to explain budget calculations and budget items.**
- **Contract awards will be divided evenly* between fiscal years, and budgets should be developed accordingly.**

***Budgets may vary slightly year to year due to changes in personnel costs, etc.**

Budget Expenditures

Allowable Expenditures include all operating expenses needed to carry out:

- **Training**
- **Counseling**
- **Referral services**
- **Outreach activities application**

Budget Expenditures

Expenditure Limitations include:

- **Indirect costs**
- **Major equipment purchases**
- **Direct funding to displaced homemakers**

Required Matching Funds

At least 30 percent of the total funding for the services provided under the contract must be provided by the sponsoring agency.

Example

Step 1: \$70,000 request – proposed HECB funds

Step 2: divide \$70,000 by .7 [equals \$100,000]

Step 3: subtract \$70,000 from \$100,000 [\$30,000]

Step 4: \$30,000 is the minimum required 30 percent match

Instructional Component Description Form - Appendix C

- Instructional Component – One form for each offered.
- Brief Description – One or two sentences describing purpose.
- Estimated Instruction Time – Refer to minimums for each application category.
- Materials/Instructional Activities – List identifying information such as Author, Publisher, etc.

Instructional Component Description Form - Appendix C

- Description/Content – Include delivery methods, content, and instructor profiles. Could be provided in list, table, or paragraph format.
- Student Learning Outcomes – Refer to Table 1.
- Successful Completion of Instructional Component – Identify how you will measure clients success in achieving outcomes.

Application Narrative and Summary - Appendix D

Provide an overall program summary by describing the program philosophy, to include measurable objectives.

Application Narrative and Summary

Describe how the following services will be delivered, including descriptions of local collaborations:

- **Information and Referral**
- **Support Services**
- **Instructional Services**

Application Narrative and Summary

- **Table 2 provides a summary of what, and how instructional services will be delivered.**
- **Questions 1- 4 provide a snapshot of instructional services.**

Application Narrative and Summary

- **Question 5 - Geographical Area to be served will be reviewed to ensure statewide geographical distribution of program funding.**
- **Question 6 – Will be used to ensure that services are available for diverse populations.**

Projected Number of Clients Served Matrix - Appendix E

- **Information and Referral**
- **Support Services**
- **Instructional Services**

**Enrolled
Graduated
Placements**

Projected Number of Clients Served Matrix

When developing projections, consider the following:

- **Minimum Requirement.**
- **Organizational Capacity.**
- **Population/Geographical Area.**
- **Program Definitions - definitions of Information and Referral Services, Support Services, and Instructional Services.**

Statement of Assurances – Appendix F

**Statement of Assurances should be read
and signed. Statement of Assurances
will become part of the contract.**

Reporting and Administrative Requirements

- **Quarterly reporting of number of clients served**
- **Narrative reporting on contractor's program effectiveness and progress**
- **Compliance and evaluation visit**
- **Client forms for all participants of instructional services**

Reporting and Administrative Requirements

- **Collection of social security numbers for instructional services participants**
- **Barriers to Employment Success Inventory (BESI) for instructional services participants**

Application Scoring Criteria

- 15 points – Organization's Alignment with DHP Purpose**
- 20 points – DHP Center Philosophy and Program Design**
- 20 points – Design of Instructional Services**
- 25 points – Description of Instructional Components**
- 10 points – Proposed Budget**
- 10 points – DHP Center Personnel**

Contract Award Timeline

February 11	Technical Assistance Workshops
March 21	Deadline for Submitting Applications
April 21-22	DHP Advisory Committee Meeting
May 6	Tentative Date for Award Notification
July 1	Contracts Become Effective

HECB Displaced Homemaker Program Staff - Contact Information

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<http://www.hecb.wa.gov/collegeprep/dhp/dhpapps.asp>